

UNITED STATES DEPARTMENT OF AGRICULTURE

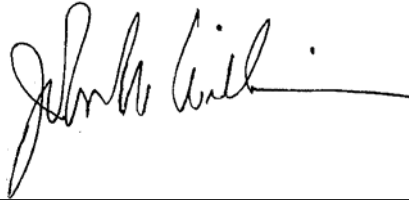
Farm Service Agency
Washington, DC 20250

Notice FI-2768

For: State and County Offices

FY 2006 Yearend Procedures for Program Loan Cost Expense (PLCE) Activity

Approved by: Deputy Administrator, Management



1 Overview

A Background

NFC has established FY-end cutoff dates for the Foundation Financial Information System (FFIS).

B Purpose

This notice provides:

- FY-end processing instructions to State and County Offices to ensure that all FY 2006 PLCE transactions are properly recorded in a timely manner
- information on the effect of FY 2006-close on “A” account funds from FY 2001
- information on processing FY 2007 FFIS documents using the automatic document numbering functionality.

C Contact

If there are questions about this notice:

- County Offices shall contact State Offices
- State Offices shall contact Lisa L. Randolph by e-mail at lisa.randolph@stl.usda.gov.

Disposal Date

October 1, 2006

Distribution

State Offices; State Offices relay to County Offices

2 State Office Action

A SED Action

SED shall ensure that all miscellaneous orders documents (MY) and payment voucher documents (TY) have been processed in FFIS by close of business, September 29, 2006, to be included in FY 2006 processing.

Note: Document processing for FY 2007 funds will resume October 3, 2006, subject to budget approval.

B FY 2001 “A” Account

Funding for FY 2001 purchase orders obligated from the “A” account will expire on September 30, 2006. Any remaining undisbursed balance on these purchase orders will be systematically cancelled.

C Document Numbering for FY 2007 Documents

FFIS is equipped with an automatic document numbering system to ensure that every accepted document is assigned a unique document identification number. For PLCE MY and TY documents processed in FFIS, the first position of the document number represents FY of the funds obligated and/or paid. All PLCE MY and TY documents that are obligated and paid from FY 2007 funds should begin with “7”.

SED shall ensure that the automatic document numbering system is used for all PLCE MY and TY documents processed in FFIS.